TOWN OF RIDGEWAY WI EMERGENCY RESPONSE PLAN

October 7, 2015

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EMERGENCY TELEPHONE LISTINGS

<u>Phone No.</u>

Ridgeway Fire Department.. 911
Barneveld Area Rescue Squad 911
Dodgeville Area Ambulance Service ……………………………911
Iowa County Sheriff's Department 911
Wisconsin Emergency Management Duty Officer..................... 1-800-943-0003
Iowa County Emergency Management 1-608-935-0329
Alliant Electric Company 1-608-935-3314
Frontier Telephone Company 1-608-935-3314
MG&E Gas Company.. 1-608-935-3314
American Red Cross .... Contact thru ICEM
Salvation Army .... Contact thru ICEM
Upland Hills Hospital 1-608-930-8000
County Human Services.. 1-608-930-9801
Iowa County Coroner (Page through Sheriff's Office) 1-608-935-3314
ChemTrec 1-800-424-9300
Wisconsin DNR (Local Warden),(Call Sheriff's Office) 1-608-935-3314
National Response Center 1-800-424-8802

EMERGENCY OPERATIONS CENTER
ALERTING LIST

1. County Emergency Management Director
    Office Telephone: 608-935-0329
    Home Telephone: 608-438-1187
    Mobile: 608-553-1481
    FAX: 608-935-0321

2. Township Chair (Joe Thomas)
    Office Telephone: 608-924-2247
    Home Telephone:
    Mobile: 608-574-4255

3. Sheriff
    Office Telephone: 608-935-3314

4. Fire Chief/Emergency Management Coordinator (Joe Thomas)
    Office Telephone: 608-924-2027
    Mobile: 608-574-4255

5. Township Treasurer (Melody Scheckel)
    Office Telephone: 608-924-2247
    Home Telephone: 608-935-9102
    Mobile: 608-553-3045

6. Township Clerk (Nancy Parkos)
    Office Telephone: 608-924-2247
    Home Telephone: 608-935-0491
    Mobile: 608-220-5088

7. Public Health Officer
    Office Telephone: 608-930-9870
    Mobile: 608-553-7574

8. 1st Vice Chair (Ed Bures)
    Mobile: 608-516-7530

9. 2nd Vice Chair (Deane Judd)
    Mobile: 608-279-0665

LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

FEDERAL

PL 100-707	Robert T. Stafford Disaster Relief and Emergency Assistance Act
Title 40, Chap. 116, US Code	Emergency Planning and Community Right-to-Know Act of 1986

WISCONSIN STATUTES

26.97	Law Enforcement and Police Powers of Town Chairpersons
59.03(1)	Home Rule (Counties)
59.04	Construction of Powers (Counties)
59.12	Chairperson, Vice Chairperson Powers and Duties (County Board)
59.17(2)	Duties and Powers of County Executive
59.18(2)	Duties and Powers of County Administrator
59.54	Powers and Duties of Counties: Public Protection and Safety
59.54(8)	Local Emergency Planning Committees
61.34	Powers of Village Board
83.09	Emergency Repairs of County Trunk Highways
213.095	Police Power of Fire Chief, Rescue Squads
321.39	Call to State Active Duty (Wisconsin National Guard)
323.12	Powers and Duties of the Governor
323.14	Powers and Duties of Counties and Municipalities
323.15	Powers and Duties of Heads of Emergency Management Services
323.11 and 323.24	Emergency Powers of Cities, Villages and Towns
895.483	Civil Liability Exemption, Regional and Local Emergency Response Teams and Their Sponsoring Agencies

COUNTY ORDINANCES
None

MUTUAL AID AGREEMENTS
None

ACRONYMS

CP	Command Post
DNR	Department of Natural Resources
DRC	Disaster Recovery Center
EMC/TRC	Emergency Management Coordinator/Town of Ridgeway Chairman
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ERP	Emergency Response Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
ICEM	Iowa County Emergency Management
ICS	Incident Command System
ICSO	Iowa County Sheriff's Office
IFGP	Individual and Family Grant Program
JIC	Joint Information Center
NIMS	National Incident Management System
PA	Public Assistance (to local governments)
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SBA	Small Business Administration
SOP	Standard Operating Procedure
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management

MUNICIPAL EMERGENCY RESPONSE PLAN

BASIC PLAN

A. PURPOSE:

Briefly summarize the purpose of this municipal plan and the general policies governing its development and use.

This municipal plan has been developed to provide procedures for the Town of Ridgeway government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Town of Ridgeway is part of the county emergency management program. This municipal plan is to be used in conjunction with the Iowa County Emergency Response Plan (ERP). The municipal plan will be maintained in accordance with current standards of the Iowa ERP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in Iowa County. These hazards are outlined in the Iowa County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC).

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

The Town of Ridgeway Chairman is the Emergency Management Coordinator and is responsible for coordinating the emergency response of Fire and EMS agencies to incidents in the township.
The line of succession for the Town of Ridgeway Board shall be the Chairman, 1st Vice Chair, and 2nd Vice Chair.
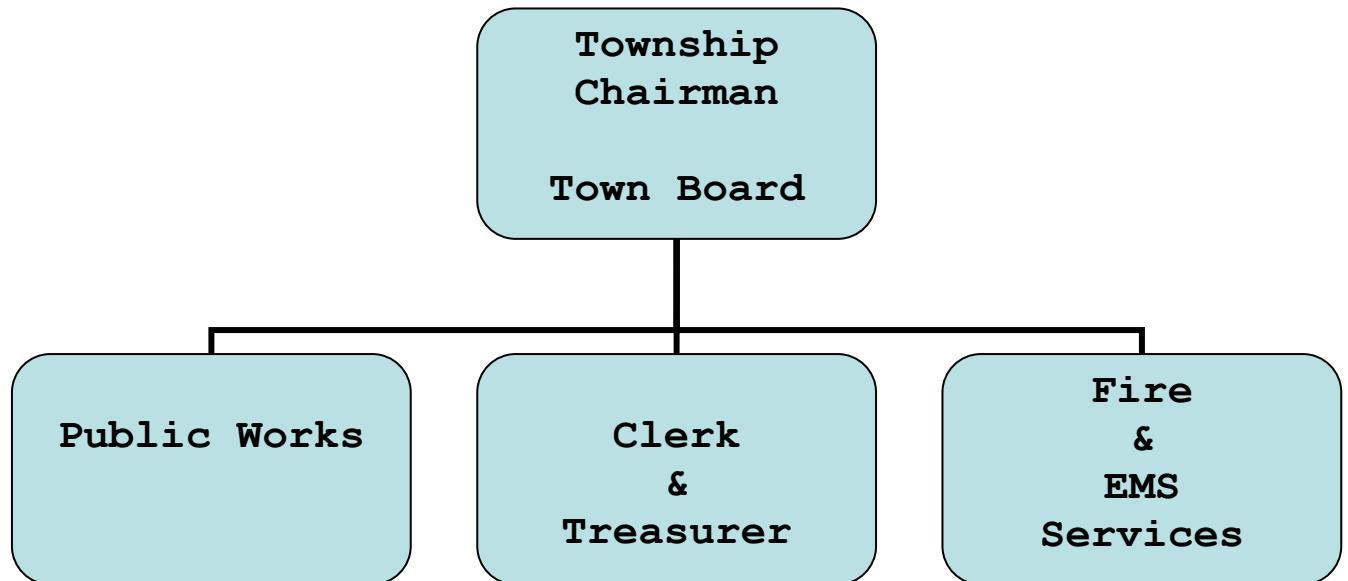
The Iowa County Sheriff's Office is responsible for Law Enforcement Response to any incident in the Town of Ridgeway.

Actions that the municipality and county should consider if this municipal plan is activated are as follows:

1. Municipal agencies assess the nature and scope of the emergency or disaster.

2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.

    a. The Emergency Management Coordinator/Town of Ridgeway Chairman (EMC/TRC) coordinates all emergency response actions.

    b. The EMC/TRC declares a local state of emergency and notifies the county Iowa County Emergency Management Director of this action.

    c. The EMC/TRC will forward the local state of emergency declaration to the county Emergency Management office.

    d. The EMC/TRC will activate the EOC. This facility is located at <u>the Ridgeway Town Hall</u>.

    e. Emergency response officials/agencies respond according to the checklists outlined in the ESFs of the plan.

    f. The EMC/TRC directs the Public Works and Administrative departments/agencies to respond to the situation. The Ridgeway Fire Chief is charged with managing emergency (non-Law Enforcement) incidents within the Town of Ridgeway. The EMC/TRC and Township Board support the Emergency Service Agencies. They do this by helping them obtain needed resources and by utilizing the powers and authorities granted to the Township Officials when under a State of Emergency.

    g. The EMC/TRC issues directives as to travel restrictions on local roads and recommends protective actions if necessary.

    h. Notify the public of the situation and appropriate actions to take.

    i. Keep county officials informed of the situation and actions taken.

    j. List any other procedures as may be appropriate for your municipality.

3. If municipal resources become exhausted or if special resources are required, request county assistance through the Iowa County Emergency Management Director.

4.   If assistance is requested, the county Emergency Management Director assesses the situation and makes recommendations.

5.   The county will do the following (to the extent appropriate):

   a.   Activate the County EOC.
   b.   Implement the County ERP.
   c.   Respond with county resources as requested.
   d.   Activate mutual aid agreements.
   e.   Coordinate county resources with municipal resources.
   f.   Notify Wisconsin Emergency Management (WEM) Regional Director.
   g.   Forward Uniform Damage Situation Report (UDSR) form.
   h.   Assist municipality with prioritizing and allocating resources.

6.   If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WEM Duty Officer.

7.   If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, county Emergency Management Director and municipal Emergency Management Coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

8.   After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.

9.   The State Administrator of Emergency Management notifies the Governor and makes recommendations.

10. If state assistance is granted, procedures will be followed as stated in the Wisconsin ERP and the County ERP.

D. ORGANIZATION:

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                    │    Township     │
                    │    Chairman     │
                    │                 │
                    │   Town Board    │
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  │                 │ │    Clerk    │ │      Fire       │
  │  Public Works   │ │      &      │ │       &         │
  │                 │ │  Treasurer  │ │      EMS        │
  │                 │ │             │ │    Services     │
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E.   RESPONSIBILITIES AND TASKS:

See ESFs of the plan for emergency responsibilities of key officials in your jurisdiction.

F.   RESOURCE MANAGEMENT:

Additional support from Iowa County Departments may include:

Highway Department – Machinery w/operators
Sheriff's Office – Law Enforcement and other Public Safety duties
Social Services – Human Services needs
Health Department – Public Health Issues
Aging Disability Resource Center – Elderly Transportation and Housing
Planning & Zoning – Flood plain management, mapping, zoning issues

Mutual Aid Reciprocal Agreements:

Support from Private Agencies/Volunteer Groups:
Red Cross – temporary housing, food, clothing, emergency shelter management
Salvation Army – General Emergency assistance with food and shelter
Lutherans United Assisting After Disaster (LUAAD) – Debris Cleanup for individuals
Team Rubicon – Volunteer Management, Debris Management, Cleanup

Support from State and Federal Agencies:
Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the WEM Regional Director to the WEM Administrator.

Important to remember that reimbursement for National Guard assistance only occurs when there is a Presidential Disaster Declaration.

G.   PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Ridgeway ERP Development Team is composed of representative from Iowa County Emergency Management and the Ridgeway Town Board. These agencies are responsible for developing and maintaining this plan.

This Team meets on an as needed basis or as determined by the Township Chairman. The Team reviews incidents, changes and adds new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

_____
Town Chairman

_____
Town Emergency Coordinator/Fire Chief

_____
Town Clerk/Treasurer

**EMERGENCY SUPPORT FUNCTION (ESF) 1
EVACUATION & TRANSPORTATION RESOURCES**

KEY ACTION CHECKLISTS

The evacuation function is responsible for conducting an evacuation in any portion of the Town of Ridgeway. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Ridgeway Fire Department and the Iowa County Sheriff's Office are responsible for evacuation activities in the Town of Ridgeway. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

1.   Based on the situation, implement the following actions:

      a.   Direct, manage, and coordinate evacuation and/or in-place sheltering procedures for both the general population and those requiring evacuation assistance (i.e., homebound, disabled etc.)
          1)   Identify populations and institutions to be evacuated or sheltered-in-place
          2)   ensure notification of at-risk populations through warning and public information assets
          3)   Implement plans to evacuate those that require assistance, including the activation of transportation resources
          4)   Activate traffic control plans
          5)   Track evacuation progress and identify who has been evacuated or is sheltered-in-place

      b.   Establish and operate evacuation staging and reception Areas
          1)   in coordination with human services, medical services, and other service agencies, provide immediate basic needs and processing of evacuated individuals en route to other destinations (e.g., to shelters, hospitals, etc).

      c.   Manage sheltering system for incoming evacuees
          1)   In coordination with American Red Cross, human services and medical services, provide short-term basic needs support and processing of evacuees

EMERGENCY SUPPORT FUNCTION (ESF) 2
WARNING & COMMUNICATIONS

KEY ACTION CHECKLISTS

The Warning and Communications function is responsible for warning and communications in Town of Ridgeway. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Iowa County Emergency Management Office, located at 222 N. Iowa St, Dodgeville is responsible Mass Notification warnings to include "Reverse 911", Text Messaging, E-mail and Social Media Posting capabilities for the Town of Ridgeway. The Iowa County Sheriff's Office Communications Center is responsible for activation of Tornado Sirens, Operation of the County's Public Safety Communications System and paging of emergency services. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1.   Notify the following through mass notification:

        a.   Municipal Elected Official
        b.   Municipal Emergency Management Coordinator/Director
        c.   Municipal Emergency Operations Center representatives
        d.   Special facilities (list)

2.   Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of (identify communications equipment i.e, telephone, pagers, mobile telephone, fax, etc.)

3.   Activate public warning system. This may consist of use of the County's mass notification system, door-to-door, telephone fan out, local media, Emergency Alert System (EAS) or the Integrated Public Alert & Warning System (IPAWS). The Iowa County Emergency Management Office is the contact for Mass Notification, IPAWS, Local Media and EAS.

4.   Establish communications with the county EOC if activated or the County Emergency Management Office. The communications equipment available is telephone, fax and ICEM can provide a portable radio if needed.

5.   Establish communications with Command Post (CP) if CP is established.

EMERGENCY SUPPORT FUNCTION (ESF) 3
PUBLIC WORKS

KEY ACTION CHECKLISTS

The Town of Ridgeway Public Works Department is responsible for public works activities in the Town of Ridgeway. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1.   Report to the City EOC/Command Post.

2.   Review the disaster situation with field personnel and report situation to the EMC/TRC

3.   Request Public Works Mutual Aid from surrounding townships and/or the Iowa County Highway Department as needed.

4.   Maintain transportation routes.

5.   Establish contact with all public and private utilities providers.

6.   If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.

7.   Coordinate with Law Enforcement travel restrictions/road closures within the municipality.

8.   Assist with traffic control and access to the affected area.

9.   Assist with urban search and rescue activities as may be requested.

10.   Assist private utilities with the shutdown of gas and electric services.

11.   As necessary, establish a staging area for public works.

12.   Report public facility damage information to the Damage Assessment Team.

13.   If the County EOC is activated, establish and maintain contact with the County Highway Commissioner or other representatives in the EOC.

EMERGENCY SUPPORT FUNCTION (ESF) 4
FIRE SERVICES

KEY ACTION CHECKLISTS

The Ridgeway Fire Department is responsible for fire services activities in the Town of Ridgeway. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1.   Establish a designated staging area, CP or Township EOC as needed

2.   Assist Law Enforcement in warning the affected population.

3.   Rescue injured/trapped persons.

4.   Protect critical facilities and resources.

5.   Designate a person to record the arrival and deployment of emergency personnel and equipment.

5.   Assist Law Enforcement with evacuation, if needed.

6.   Assist the municipal public works department and utilities as necessary.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If a Hazardous Materials Team is needed, obtain assistance through direct contact with the ICEM Director or through the Iowa County Communications Center.

If additional assistance is necessary, utilize mutual aid agreements, MABAS and/or contracts with other fire departments.

EMERGENCY SUPPORT FUNCTION (ESF) 5
EMERGENCY MANAGEMENT

TOWN CHAIRMAN

KEY ACTION CHECKLISTS

The Town Chairman is responsible for the overall management of the Town of Ridgeway. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Town Chairman should:

1.   Ensure that the Township's Emergency Management Coordinator or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).

2.   Report to the EOC/CP.

3.   Ensure that an initial damage assessment is done and request casualty report.

4.   Ensure that all town officials and EOC staff are briefed as to the status of the disaster.

5.   Be ready to issue a declaration of emergency.

6.   Ensure the township's Information Officer (PIO) and/or designated person is notified and reports to the EOC.

7.   Determine whether or not county, state or federal assistance should be requested. (Township/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.) In Iowa County, these requests should be routed through the ICEM Director.

TOWNSHIP EMERGENCY MANAGEMENT COORDINATOR

KEY ACTION CHECKLISTS

The Town of Ridgeway Emergency Management Coordinator coordinates all components of the emergency management program in the Town of Ridgeway. This includes hazard analysis, preparedness, and mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider.

TOWNSHIP EMERGENCY MANAGEMENT COORDINATOR SHOULD:

1.   Provide a report to the Township EOC/CP.

2.   Ensure that Town officials and county emergency management director have been notified, key facilities warned, Township Public Works Department activated, etc.

3.   Activate the Township EOC if appropriate (see EOC Alerting List). Make sure that it is operational to the degree necessary in coordination with the Township Chair and that EOC staff have reported/are reporting to it.

4.   Coordinate with the County Emergency Management Director to obtain an initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Township Chair.

5.   Conduct regular briefings of EOC staff and the County Emergency Management Director as to the status of the situation.

6.   Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.

7.   Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures. Be sure to separate public works time into FEMA WDF categories.

Township CLERK /ASSESSOR /TREASURER

KEY ACTION CHECKLISTS

The Township Clerk & Treasurer are responsible for their assigned activities in Town of Ridgeway. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

The Town Clerk and/or Treasurer should:

1.   Report to the township EOC/CP.

2.   Maintain records indicating township expenses incurred due to the disaster.

3.   Assist in the damage assessment process by:

--   Provide information regarding the dollar value of property damaged as a result of the disaster. Utilize County agencies as necessary.
--   Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.

4.   Coordinate with the Township Chair for acquisition of equipment and supplies needed following a disaster.

5.   Assign account numbers to which emergency expenditures may be charged.

EMERGENCY SUPPORT FUNCTION (ESF) 6
HUMAN SERVICES

KEY ACTION CHECKLIST

The Iowa County Social Services Director or designee(s) will coordinate all Human Services activities in the Town of Ridgeway before, during and after disaster. When activated to respond to a disaster or state of emergency in the Town of Ridgeway the Social Services director or designee(s) will brief the Township Chair as to their activities and needs.

1.   Report to the County EOC if requested.

2.   Coordinate with Red Cross in opening and managing shelters in the municipality.

3.   Ensure canteen is set up to feed emergency workers in the municipality.

4.   Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs. Request a Functional Assessment Service Team (F.A.S.T.) if appropriate through ICEM.

5.   Provide necessary outreach services to citizens affected by emergency or disaster.

6.   Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.

7.   Arrange for Unified Counseling Services and/or Red Cross psychological counseling and crisis intervention to disaster victims.

EMERGENCY SUPPORT FUNCTION (ESF) 8
PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

The Iowa County Public Health Department will respond to disaster events in Iowa County per the Iowa County Emergency Response Plan and its own plans and protocols.

The Iowa County Public Health Department will:

1.   Assure that public health needs of disaster victims are met.

2.   Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.

3.   Establish a triage area for victims in coordination with EMS.

4.   Coordinate with EMS agencies for transport of patients.

5.   Brief the Town Chair and County Officials on the status of the overall incident from a Public Health perspective.

EMERGENCY SUPPORT FUNCTION (ESF) 13
LAW ENFORCEMENT

KEY ACTION CHECKLISTS

The Iowa Sheriff's Office is responsible for all Law Enforcement activities in the Town of Ridgeway. The Sheriff's Office is also responsible for mutual aid agreements and use of the Emergency Police Services if necessary in the Town of Ridgeway.

The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that Sheriff's Office staff have been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to report to the township EOC/CP if established.
3. Secure the affected area and perform traffic and crowd control or evacuation if necessary.
4. Participate in warning the public as situation warrants.
5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system. (Wrist bands are available through ICEM)
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.
9. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.
10. If appropriate and if available request a mobile command post.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response activities.
As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.
Assist the medical examiner with mortuary services.
Assist with search and rescue activities.

Anticipate the department's needs for manpower and equipment 24-hours in advance.
If additional assistance is needed, utilize mutual aid agreements with other police departments.

EMERGENCY SUPPORT FUNCTION (ESF) 15
PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The Town of Ridgeway Board is responsible for public information activities in the Town of Ridgeway. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

1.   Contact the County Emergency Management Director for Public Information Officer needs. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.

2.   PIO will maintain liaison with the EOC and CP in order to stay abreast of situation.

3.   Establish news media briefing room and brief the media at periodic intervals.

4.   If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.

5.   Conduct press tours of disaster areas within the municipality as the situation stabilizes.

6.   Assist the county in establishing a Joint Public Information Center.

7.   Assist the county with establishing a Rumor Control Center.

8.   Issue protective action recommendations or public service advisories as directed by the chief elected official.

OTHER POSSIBLE ATTACHMENTS YOU MIGHT WANT TO CONSIDER INCLUDING IN YOUR MUNICIPAL PLAN

- Community Map

- Debris Disposal Site Locations

- Sample Disaster Declaration

- SOP on Requesting National Guard Assistance (Request through ICEM)

- Personnel Roster (Including Home Telephone Numbers)

- Mutual Aid Agreements

- List of Clean-Up Contractors

- Copy of County's Basic Plan and ESF 5

- Fiscal and Administrative Procedures & Records (FEMA record)

ATTACHMENT 1

**DAMAGE ASSESSMENT
KEY ACTION CHECKLISTS**

The Ridgeway Fire Department in coordination with ICEM is responsible for damage assessment activities in the Town of Ridgeway. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Fire Chief provides report to the township EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Damage assessment team will:
   a. Within first 2-3 hours: Complete <u>preliminary</u> UDSR:
      1. Number of fatalities.
      2. Number of critical/minor injuries.
      3. Number of home/businesses damaged/destroyed.
      4. Number of public facilities such as highways, roads, bridges, etc. damaged.
      5. Number of people who are homeless or in shelters.
   b. Within 8 hours:
      1. Recount items 1-6 above.
      2. Complete another UDSR, estimating public and private damage.
      3. Video tape and/or take photos of major damage.
   c. Within 24 hours:
      1. Update items 1-6 above.
      2. Complete updated UDSR.
   d. Continue to update as new information becomes available.
4. Provide damage assessment information to the appropriate township officials and county emergency management director to assist in the preparation of the UDSR.
5. If the situation warrants, assist the EMC/TRC with the preparation of a local state of emergency declaration and forward to the ICEM Director.
6. Plot damage assessment information on status boards in the township EOC and locate damaged sites on a map.
7. Record all expenditures for township personnel, equipment, supplies, services, etc., and track resources being used.

   a. Track Debris Removal Labor separate from all other labor.

   b. Prepare reports for the assigned Public Information Officer.

   c. Consider public works mutual aid to expedite the debris removal process.

ATTACHMENT 2

LOCAL/COUNTY EMERGENCY MANAGEMENT

ALL-HAZARD RESPONSE CHECKLIST

1. Determine the extent of the disaster occurrence county-wide.
2. Notify chief elected official of situation and confer on need for alert and recall of staff. Coordinate activation of sirens or alternate warning systems to alert public of situation and of appropriate protective actions.
3. Maintain ongoing communications with field command post or forward command post.
4. Notify Division of Emergency Government (WEM) Regional Director or State WEM Duty Officer of the disaster occurrence. Provide as much detail as possible about the situation and establish ongoing communication to keep WEM apprised.
5. Upon direction of the chief elected official activate the county Emergency Operating Center (EOC) using established call-up procedures. If there is no EOC activation, go to the Command Post.
6. Initiate appropriate mutual aid compacts.
7. Conduct regular briefings of EOC staff on status of the situation.
8. Determine in concert with chief elected official the need to declare a state of emergency.
9. Determine need for evacuation and implement procedures as per appropriate ESF in the Emergency Response Plan (ERP). Concurrently coordinate opening of shelters.
10. Coordinate and prioritize allocation of resources, such as generators, heavy or specialized equipment, etc.
11. Provide for feeding and billeting of emergency workers.
12. Assign/coordinate volunteer workers assignments.
13. Work through WEM to request and establish liaison with Wisconsin National Guard as may be appropriate.
14. Establish and coordinate public information activities. Ensure appropriate protective action recommendations are issued via the Emergency Broadcast System (EBS) or other appropriate means.
15. Coordinate with law enforcement, the establishment of a pass system for the affected area if the situation warrants.
16. Establish priorities for restoration of essential services. Ensure a utility representative is at the EOC or Command Post to coordinate, determine extent and duration of power outages. Coordinate the restoration of utilities on a priority basis to key facilities.
17. Determine need for additional state resources in terms of personnel, equipment, and technical assistance. Coordinate appropriate requests for the county through the WEM Regional Director.
18. Initiate procedures, (i.e., activate county damage assessment team per ESF 3 & ESF 14 of the county ERP) to complete county-wide Uniform Disaster Situation

ATTACHMENT 2

       Report (UDSR). Submit to WEM Regional Director and WEM Central Office as per established procedures.

19.   Maintain separate records of disaster-related expenditures and apprise all county and local agencies to do likewise.
20.   If appropriate, establish contact with National Weather Service to obtain weather information. Maintain ongoing communications.
21.   Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agencies.
22.   Establish logistical support for Wisconsin Conservation Corps work crews.
23.   Coordinate the management of donations, including early public information releases, which encourage monetary donations in lieu of goods and supplies.
24.   Refer to ESF 5, Emergency Management of the County ERP for overall operations procedures.

ATTACHMENT 2

LOCAL/COUNTY EMERGENCY MANAGEMENT

ALL-HAZARD RECOVERY CHECKLIST

1. Continue staffing of EOC as emergency escalates, then release staff and deactivate EOC as conditions permit.

2. Coordinate county/local debris removal operations. Coordinate with local Department of Natural Resources (DNR) representative to obtain required disposal permits or other necessary authorities.

3. Continue restoration of essential services in conjunction with local utilities.

4. Request state assistance for debris removal and utility restoration if county/local resources and available mutual aid are inadequate.

5. Authorize return of evacuees and begin closing shelters.

6. Keep media apprised of progress of recovery effort through regularly scheduled briefings and ensure that public information includes proper repair and restoration procedures for damaged property, decontamination procedures, etc.

7. Continue to coordinate maintenance of accurate records of disaster-related expenditures.

8. Gather necessary disaster information to assist the State in documenting requests for federal disaster assistance (e.g., Individual & Family Grant Program (IFGP), Small Business Administration (SBA), presidential disaster declaration). Submit completed and amended UDSR to WEM as per procedures in ESF 3 & ESF 14 of the ERP.

9. Coordinate county/local participation in the Preliminary Damage Assessment (PDA) if a Presidential Disaster Declaration is being requested.

10. If a Presidential Disaster Declaration is received by the county, coordinate with ICEM/WEM in implementing various disaster programs. Ensure the following actions are taken:

    a. In coordination with the State Individual Assistance Officer, assist in locating a facility for establishment of a Disaster Recovery Center (DRC).
    b. In coordination with the State Public Assistance Officer, make arrangement for facility/ies for Applicants Briefings and ensure that appropriate local officials (potential applicants) attend the briefing.
    c. Coordinate with State Public Assistance Officer in arranging visits of

           inspection teams to complete damage survey reports for public assistance application.

      d.   Coordinate with State Hazard Mitigation Officer in participating in the efforts of the Interagency Hazard Mitigation Team and in conducting briefings on the Hazard Mitigation Grant Program.

      e.   Ensure county health/human service agency/ies are involved in identifying the need for crisis counseling program both for victims and disaster workers.

11.   Replenish supplies and ensure return of all borrowed equipment.

12.   Ensure that procedures are set up to monitor long-term impacts of the disaster.

13.   Coordinate clean-up efforts.

14.   Arrange for public information officer to distribute through media information on crisis counseling.

15.   Continue to monitor volunteer assignments.

16.   Determine when organized recovery efforts will terminate; debrief emergency response personnel, conduct after action critiques and revise emergency plans accordingly.

ATTACHMENT 2

LOCAL/COUNTY LAW ENFORCEMENT

ALL-HAZARD RESPONSE CHECKLIST

1.   Dispatch law enforcement personnel to assess impact of the disaster.

2.   Initiate alerting procedures which include notifying law enforcement staff, other appropriate county and local law enforcement agencies and other support services as required.

3.   Notify county emergency management director of situation status and provide periodic updates.

4.   Prioritize use of personnel and resources to provide for continuity of ongoing day-to-day operations while also responding to the disaster.

5.   Assist in determining and advise staff of all key operational locations (e.g., county EOC, Joint Public Information Center (JPIC), field command post, shelter, staging areas, etc.).

6.   Dispatch law enforcement coordinator to county EOC if activated.

7.   Coordinate the deployment of law enforcement personnel to the affected area to perform such activities as:
a)   Evacuating and securing the area;
b)   Participating in search and rescue operations;
c)   Participating in warning the public as situation warrants;
d)   Assisting in establishing a joint command post;
e)   Controlling access to the affected area;
t)   Controlling traffic; enforcing curfew restrictions in the affected area;
g)   Establishing emergency communications to the EOC/dispatch center and dispatching communications vehicle to disaster scene;
h)   Initiating a pass system if necessary;
i)   Providing disaster assessment information to the EOC/county emergency government director;
j)   Transporting key public officials;
k)   Assisting the medical examiner/coroner with mortuary services;
l)   Maintaining accurate records of disaster-related expenditures.
m)   Providing security for the EOC.

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8.   Determine the scope of incident as to immediate casualties/destruction and whether the incident has the potential to escalate.

9.   Advise staff of public information procedures; coordinate with the county/state public information officers if unsure how to proceed.

10.   Request mutual aid if necessary and coordinate deployment.

11.   Provide for shift change and arrange for feeding of emergency workers. If EOC is activated, feeding should be coordinated through it.

12.   Establish and manage staging areas to provide for strategic positioning and maintenance of emergency vehicles and other equipment.

13.   Maintain contact with county/state highway officials regarding road conditions, closures, etc.

14.   As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.

15.   Coordinate the removal of vehicles impeding evacuation or other response activities.

16.   Provide security for emergency responders, equipment and government facilities.

17.   Refer to ESF 13, Public Safety of the County ERP for overall law enforcement operations.

ATTACHMENT 2

LOCAL/COUNTY LAW ENFORCEMENT

ALL-HAZARD RECOVERY CHECKLIST

1.   Ensure continued staffing of EOC and/or field command post as necessary.

2.   Continue to prioritize use of personnel and equipment to provide for continuity of services.

3.   Brief county emergency management director on recovery status.

4.   Coordinate public information with Joint Information Center (JIC).

5.   Continue to provide traffic control and security as situation dictates and/or as re-entry is occurring; phase out pass system as situation allows.

6.   Assist emergency management director in assessing damages for purpose of completing county-wide UDSR submission.

7.   Continue to compile disaster-related costs, including mutual aid, and keep accurate record of disaster-related expenditures. Submit to county emergency government director to recoup eligible costs in presidentially declared disasters.

8.   Debrief staff and ensure workers are provided with counseling or that Critical Incident Stress Debriefing occurs.

9.   Replenish supplies and repair damage to equipment.

10.   Release personnel as appropriate and phase out mutual aid.

11.   Recall equipment, vehicles, and personnel to assigned locations.

12.   If necessary, arrange for decontamination of personnel and equipment and keep precise records of actions taken for each individual worker.

13.   Attend critiques and revise emergency plans accordingly.

ATTACHMENT 2

LOCAL/COUNTY PUBLIC WORKS

ALL-HAZARDS RESPONSE CHECKLIST

1. Dispatch public works/engineering personnel to determine the extent of the damage.

2. Notify county emergency management director and periodically report on emergency status.

3. Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies, external support services and district highway engineer.

4. Prioritize use of personnel and resources to provide for continuity of existing services.

5. Ascertain and advise staff of all key operational locations (EOC, JIC, field command post, shelters, staging areas, etc.).

6. Dispatch public works/engineering coordinator to EOC if activated and relay any public facility damage information.

7. Coordinate the deployment of public works/engineering personnel to the affected area to perform such activities as:

    a. Assisting law enforcement in securing area and controlling traffic;
    b. Assisting in urban, search and rescue activities;
    c. Recordkeeping;
    d. Establishing emergency communications to the EOC/dispatch center;
    e. Prioritizing debris removal.

8. Coordinate with other emergency groups in carrying out evacuation, including maintaining transportation routes.

9. Transport key public officials, emergency workers, supplies and equipment.
10. Check inventory to determine resources immediately available.

ATTACHMENT 2

11.   Request mutual aid if necessary and coordinate deployment.

12.   Advise staff of public information procedures then coordinate and report any public information releases to the county public information officer.

13.   Assist utilities in prioritized restoration of services.

14.   Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC.

15.   Provide emergency generators and lighting.

16.   Assist private utilities with the shutdown of gas and electric services.

17.   Arrange for porta-potties at strategic locations throughout the affected area.

18.   Refer to ESF 3, Public Works & Engineering of the County ERP for overall public works operations.

ATTACHMENT 2

LOCAL/COUNTY PUBLIC WORKS

ALL-HAZARD RECOVERY CHECKLIST

1.   Ensure continued staffing of EOC and field command post as necessary.

2.   Prioritize use of personnel and equipment to provide for continuity of existing services.

3.   Brief county emergency management director on recovery status.

4.   At the direction of the recovery coordinator, take the following actions:

    a.   Continue to assist law enforcement in securing the area and in removal of necessary security measures as appropriate;
    b.   Continue prioritized debris removal;
    c.   Open and manage per DNR regulations predetermined disposal sites;
    d.   Continue to service temporary utility arrangement (i.e., generators).

5.   Request and deploy outside assistance to expedite recovery efforts as needed.

6.   Keep Public Information Officer (PIO) advised of recovery efforts.

7.   Assist with transportation and engineering needs for re-entry of evacuated population.

8.   Brief staff and revise plan as necessary.

9.   Release additional personnel as appropriate and phase out mutual aid.

10.   Compile and document disaster-related (to include infrastructure damage figures, public buildings/equipment), maps of damaged areas, and costs and submit to county emergency management director; include mutual aid costs.

11.   Assist county emergency management director in compiling UDSR and other damage assessment reports.

12.   Accompany state/federal engineering teams, as assigned by the county

ATTACHMENT 2

emergency management director, and participate in PDA process.

13.   If a presidential disaster is declared, coordinate as assigned with state/federal Damage Assessment teams in completing damage survey reports.

14.   Work with human services to identify need for and to provide crisis counseling services to emergency workers.

15.   Replenish supplies and repair damage to equipment.

16.   Assist public health as necessary in arranging for a sanitarian to be available for questions concerning septic systems, wells, etc.

17.   Assist public health with distribution of water sample test bottles.

18.   Assist public health as necessary in arranging for disposal of dead animals if quantities indicate.

19.   Attend critiques and revise emergency plans accordingly.

ATTACHMENT 2

LOCAL/COUNTY PUBLIC HEALTH SERVICES
/EMERGENCY MEDICAL SERVICES

ALL-HAZARDS RESPONSE CHECKLISTS

1.   Establish contact with emergency management director and report to EOC if
         activated.
2.   Initiate alerting procedures which include notifying your own staff, other
         appropriate county and local agencies and external support services.

3.   Prioritize use of personnel and resources to provide for continuity of existing
         services.
4.   Initiate mutual aid when necessary.
5.   Brief county emergency management director on emergency status.
6.   Advise staff of key locations then brief and dispatch health/medical personnel as
         appropriate (e.g., coroner to the scene) to address health/medical needs.
7.   Advise staff of public information procedures then coordinate and report any
         public information releases to the county PIO.

8.   Notify hospitals and other medical facilities to prepare to receive injured.
9.   Coordinate emergency medical care to victims.

10.   Provide for special emergency medical needs of residents in affected area (e.g.,
         special medications, treatments).

11.   Establish a triage area for victims.

12.   Treat injured and arrange for transport to appropriate health/medical facilities.

13.   Maintain records and compile disaster-related costs.

14.   Assist in evacuating health/medical facilities as needed.
15.   Ensure that emergency medical services are provided to emergency workers.

16.   Refer to ESF 8, Public Health and Medical Services for overall operations.

ATTACHMENT 2

LOCAL/COUNTY PUBLIC HEALTH SERVICES
/EMERGENCY MEDICAL SERVICES

ALL-HAZARDS RECOVERY CHECKLISTS

1. Ensure continued staffing of EOC and/or field command post, as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services.
3. Continue to monitor situation for health/medical related problems (e.g., radiation, communicable disease, vector control, need to continue quarantine).
4. Brief county emergency management director on recovery status.
5. Keep PIO advised of recovery efforts.
6. Continue to inform public about appropriate health/medical related protective actions (e.g., protection against contaminated food/water, disposal of garbage/debris).
7. Cooperate with Red Cross and other agencies in identifying and addressing health/medical related needs.
8. Continue to compile and document disaster-related costs and submit to county emergency management director.
9. Work with human services to identify need for and provide crisis counseling services to emergency workers and disaster victims.
10. Assist with phasing out of shelters and with return of patients/residents to health/medical facilities.
11. Release additional personnel as appropriate.
12. Replenish supplies and repair damage to equipment.
13. Provide emergency medical services support for volunteers engaged in cleanup efforts.

14. Arrange for sanitarian to be available for questions concerning septic systems, well, etc.

16. Assist with distribution of water sample test bottles.

17. Consider arrangements for disposal of dead animals if quantities indicate.

18. Debrief staff, attend critiques and revise emergency plans accordingly.

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LOCAL/COUNTY FIRE SERVICES

ALL-HAZARDS RESPONSE CHECKLIST

1.   Initiate alerting procedures, including notifying your own staff, other appropriate county and local agencies and external support services.

2.   Brief county emergency management director on emergency status.

3.   Prioritize use of personnel and equipment to provide for continuity of routine services.

4.   Assist in determining and advise staff of all key operational locations (e.g., EOC, JPIC, field command post, shelters, staging areas, etc.).

5.   Dispatch fire services representatives to EOC if activated.

6.   Assist law enforcement in warning the affected populations.

7.   Coordinate the deployment of fire personnel to the affected area to perform such

      activities as:
      a.   firefighting, evacuation, search and rescue;
      b.   maintaining accurate records of disaster-related expenditures;
      c.   providing disaster assessment information to the EOC;
      d.   establishing emergency communications to the EOC or dispatch center.

8.   If a hazardous materials incident, contact county Level B response providers. If assistance beyond Level B is required, request Level A Regional Response Team assistance through WEM.

9.   Advise staff of public information procedures. Coordinate and report any public information releases to the county PIO.

10.   Request mutual aid or other additional assistance, if necessary, and coordinate deployment.

11.   Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC.

12.   Refer to ESF 4, Firefighting of the County ERP for overall operations.

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LOCAL/COUNTY FIRE SERVICES

ALL-HAZARDS RECOVERY CHECKLIST

1.   Ensure continued staffing of EOC and field command post, as necessary.

2.   Prioritize use of personnel and equipment to provide for continuity of existing services.

3.   Brief county emergency management director on recovery status.

4.   Keep PIO advised of recovery efforts.

5.   Assist emergency management director in compiling UDSR and other damage assessment reports.

6.   Continue to compile and document disaster-related costs including mutual aid and submit to county emergency management director.

7.   Work with human services to identify the need for and arrange crisis counseling services to emergency workers.

8.   Replenish supplies and repair damage to equipment. Restore all equipment to a state of readiness.

9.   Release additional personnel, as appropriate, and phase out mutual aid.

10.   Compile and submit costs related to a hazmat response to the local reviewing entity for billing to the responsible party.

11.   Debrief staff, attend critiques and revise emergency plans accordingly.

ATTACHMENT 2

LOCAL/COUNTY HUMAN SERVICES

ALL-HAZARDS RESPONSE CHECKLIST

1.   Establish contact with emergency management director and report to EOC or Command Post, if requested.

2.   Notify all key staff members to be on standby.

3.   Prioritize use of personnel and equipment to provide for continuity of existing services.

4.   Establish communications with local health agencies, Red Cross and other volunteer agencies.

5.   Establish communications with regional and state health and human services offices and request assistance, if needed.

6.   Test emergency communications equipment.

7.   Upon notification by emergency management, coordinate with Red Cross in opening and managing shelter operations including:

   a.   alerting appropriate staff and opening shelters (reference Red Cross manuals);
   b.   notifying owners/operators of facilities in which shelter space is to be made available;
   c.   opening reception centers;
   d.   transferring operation of shelters to American Red Cross once they are on-scene.

8.   Assign liaison person to Red Cross Resource Service Center, if established.

9.   Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agency.

10.   Brief county emergency management director on emergency status.

11. Coordinate with PIO to ensure that appropriate information is released including inquiry service locations, phone numbers, etc.

12. Advise EOC personnel where shelters are located.

13. Check inventories to determine if needed shelter resources are immediately available.

14. Based on known disaster information, determine the needs as related to human services including the established number of crisis counselors needed. Coordinate gathering information on extent of private damages, needs of citizens, and the impact on local human service resources.

15. Identify and provide human services for special needs groups, particularly at shelters.

16. Assume responsibility for transport of handicapped and elderly when evacuation is ordered.

17. Ensure that food and other essential items are provided to emergency workers.

18. Contact appropriate state, federal and volunteer agencies to arrange for additional supplies of food and clothing.

19. Establish need for trained debriefers for emergency workers.

20. Maintain accurate records of disaster-related expenditures.

21. Refer to ESF 6, Mass Care/Human Services of the County ERP for overall operations.

ATTACHMENT 2

LOCAL/COUNTY HUMAN SERVICES

ALL-HAZARD RECOVERY CHECKLISTS

1.   Ensure continued staffing of EOC and/or field command post, as necessary.

2.   Monitor both short and long term health/medical conditions of those affected by the disaster (e.g., by plume, if hazmat incident); monitor identified individuals in affected area; establish a mechanism for answering health questions; notify local health care providers and distribute information on the known health effects (e.g., substances released).

3.   Prioritize use of personnel and equipment to provide for continuity of existing services.

4.   Brief county emergency management director on recovery status.

5.   Keep media advised of recovery efforts. Distribute emergency literature to disaster victims.

6.   Provide necessary outreach and counseling services to citizens affected by emergency or disaster.

7.   Continue to provide Disaster Welfare Inquiry Services per American Red Cross procedures.

8.   If a presidential disaster is declared, provide personnel to work at DAC to assist with administration of various disaster assistance programs (i.e., crisis counseling, etc.)

9.   Direct staff to identify potential clients for Crisis Counseling Program and assist State Department of Health & Social Services staff in preparing application to Federal Emergency Management Agency (FEMA) for immediate and long-term programs.

10.   Close shelters at earliest opportunity by sending evacuees to stay with friends, relatives or other persons offering space.

11.   Administer food coupon and food commodity programs, as prescribed.

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12. Contact other local agencies (e.g., local housing authorities, Veterans Services; Agencies on Aging, community assistance programs), regarding their program offerings to affected individuals and families and provide information to the public on them.

13. Close reception center/s and phase out shelters.

14. Release additional personnel, as appropriate.

15. Replenish supplies and repair damage to equipment.

16. Continue to compile and document disaster-related costs and submit to local emergency management director.

17. Assist emergency management director in compiling UIDSR and other damage assessment reports.

18. Provide or arrange to provide debriefing services for emergency workers. Notify emergency services personnel of the availability of the debriefing service.

19. Attend critiques and revise emergency plans accordingly.